



## DESIGN REVIEW OVERLAY APPLICATION



### APPLICANT

Name \_\_\_\_\_

**Mailing** Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

### PROPERTY INFORMATION

Assessor's Parcel # \_\_\_\_\_

Subdivision \_\_\_\_\_

Unit # \_\_\_\_\_ Lot # \_\_\_\_\_

Address/Location \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Existing Zoning \_\_\_\_\_

Existing Land Use \_\_\_\_\_

Proposed Land Use \_\_\_\_\_

Lot Size \_\_\_\_\_

### SUBMITTAL CHECKLIST

☐ \$400 non-refundable filing fee.

The purpose of this fee is to pay for legal noticing and application processing.

☐ A *typewritten* list of names and addresses of all property owners within 300 feet of subject property.

☐ Fifteen copies of each of the following plans and drawings:  
(See reverse for detailed requirements)

☐ Site Plan ☐ Signage Plan

☐ Landscape Plan ☐ Lighting Plan

☐ Architectural Drawings ☐ Grading and Drainage Plans

All materials must be folded to fit in a legal-size file (8"x13") and labeled so that the applicant's name and project location are visible.

### CERTIFICATION & SIGNATURE

Submittal of this application constitutes consent of the applicant in granting the Department of Community Development access to the subject property during the course of project review. No further consent or notice shall be required.

I hereby certify that the information in this application is correct and agree to abide by the regulations of this jurisdiction.



**Signature of Applicant**

\_\_\_\_\_ Date \_\_\_\_\_

**Signature of Property Owner** (if not the applicant)

\_\_\_\_\_ Date \_\_\_\_\_

### OFFICE USE ONLY

Received By \_\_\_\_\_ Date \_\_\_\_\_

Receipt # \_\_\_\_\_ Fee \_\_\_\_\_

Case # \_\_\_\_\_

Related Cases \_\_\_\_\_

### COMMISSION ACTION

☐ Approved with Conditions (*see attachments*) ☐ Denied

Resolution # \_\_\_\_\_ Date \_\_\_\_\_

### BOARD ACTION

☐ Approved with Conditions (*see attachments*) ☐ Denied

Ordinance # \_\_\_\_\_ Date \_\_\_\_\_



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## **Guidelines for a Design Review Overlay (DRO)**

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### **PLANS AND DRAWINGS REQUIRED FOR APPLICATION**

An application for a Design Review Overlay (DRO) requires the following plans. *Fifteen copies* of each plan—*scaled and dimensioned*—must be included. All materials must be folded to fit in a legal-size file (8"x13") and labeled so that the applicant's name and project location are visible.

- ☐ Site plan detailing property boundaries; existing improvements and uses; and proposed improvements and uses. The site plan shall also indicate the locations of driveways, pedestrian walks, landscaped areas, fences, walls, and off-street parking areas including entrances and exits and the direction of traffic flow into and out of off-street parking areas.
- ☐ Landscape plan detailing the locations of existing trees (both to be retained and to be removed); the location and design of landscaped areas; the number, varieties and sizes of proposed plant materials; and other landscape features including sprinkler and irrigation systems.
- ☐ Architectural drawings including floor plans in sufficient detail to permit computation of yard and parking requirements; and elevations of all proposed structures as they will appear upon completion. All exterior surfacing materials and colors shall be specified. Color renderings or paint and material samples are required.
- ☐ Signage plan detailing all existing and proposed signs, including their location, size, materials, color, and method of illumination.
- ☐ Lighting plan including location of all outdoor lighting fixtures and description of each (i.e. lamp type, lumen output, shielding).
- ☐ Grading and drainage plans.
- ☐ Any other plan as determined by the consulting staff planner.

### **PUBLIC HEARINGS**

The Planning and Zoning Commission meets on the last Tuesday of every month. The deadline for filing is the Monday five weeks prior to the meeting date. Applicants will be notified by mail of meeting dates, times, and places. An incomplete application may delay the scheduling of a hearing. The action of the Planning and Zoning Commission on a Design Review Overlay is final unless an appeal is filed with the Board of Supervisors within fifteen days of Commission action.